



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
September 4, 2019
7:00 P.M.

Selectmen Present: Daniel Baker, Robyn Bates, Charles Kenison

Mr. Baker called the meeting to order at 7 p.m.

PRIMARY:

*** **APPROVE MINUTES**
- August 29, 2019

Ms. Bates made a motion to approve the minutes. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

*** **APPROVE MANIFESTS**

Ms. Bates made a motion to approve the manifests. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

*** **REVIEW SIGNATURE FOLDER** – The Selectmen reviewed and signed.

*** **PAYMENT AGREEMENT**

The Selectmen discussed the payment agreement. It was noted that payments of \$500 per month would begin September 4th.

Mr. Baker made a motion to accept the payment agreement. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

*** **CONSTRUCTION PERMIT**
- Map 42, Lot 2-61

Map 42, Lot 2-61 – Ms. Bates made a motion to approve the Permit for Map 42, Lot 2-61. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0
The Selectmen agreed that an Occupancy Permit was needed.

7:15 TELEPHONE CONFERENCE – ATTORNEY AMY MANZELLI

At 7:15 p.m. Ms. Bates made a motion to go into non-public session under RSA 91-A:2 I(b). Mr. Kenison seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

At 8:08 p.m. Mr. Baker made a motion to leave non-public session. Ms. Bates seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

Mr. Baker discussed the e-mail from the Planning Board regarding Sip pond. The property was taken by tax deed and a property owner from WoodBrook asked if the Town would want to sell. Mr. Silverman stated the Planning Board didn't want the property to be sold. Ms. Favreau shared this was Phase 3 at WoodBrook. Mr. Kotila stated the property fit with what has been done there already, even if not contiguous. Mr. Baker shared that the Selectmen would hold off on selling. Mr. Baker explained that the property was taken by tax deed and it was sellable, but the Selectmen wanted to check with the Planning Board before making a decision. After discussion, the Selectmen agreed to have Ms. Favreau draft a letter to the individual who wanted to purchase the Town owned property adjacent to WoodBrook to notify him that the Town wasn't looking to sell the property at this time and to also let him know what the Planning Board wanted to do. Mr. Baker asked to let the Conservation Commission know as they deal with conservation easements.

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September 4, 2019

Ms. Bates shared that the Selectmen wanted Pam Monroe's presentation on the SEC process to include not only the Planning Board but also the Conservation Commission as well as the public. Ms. Favreau shared that Attorney Manzelli didn't know anything about it until she received a call from Ms. Monroe. Ms. Bates asked the Planning Board to be cognizant of keeping Attorney Manzelli in the loop.

ON-GOING BUSINESS:

- **STEEPLE PROJECT – SCHEDULE – REVIEW SCHEDULE** – Mr. Baker asked if the Selectmen had reviewed the schedule. Mr. Baker noted that the week of Sept. 30th – Oct 4th was crane week and we needed to determine the number of days that the crane would be here because the Town Hall needed to be closed. Mr. Baker explained the process. Mr. Baker shared that Jay Southgate had given us a high level estimate for the additional work. Mr. Baker asked for an additional breakdown of construction and restoration. Ms. Bates asked how to move forward without knowing the cost. Mr. Baker thought the draft would be received in a few days. Mr. Baker shared that Mr. Southgate could price by phase, which was what he has been doing and it's to the Town's benefit to do phase pricing but we need to know the estimated fixed cost. Mr. Baker would follow-up with Mr. Southgate. Ms. Bates wanted to get the information out to the Town. Mr. Baker thought the estimate would be received within the next couple of days. Ms. Bates asked if we had funding reserved to pay Mr. Southgate for the work he has done. Ms. Favreau shared that funds were available and she had given the Selectmen an updated budget. Ms. Favreau shared that the expendable trust fund balance for the Town's General Government Buildings was \$561,474. Ms. Favreau explained what the expendable trust funds were and reviewed the unexpended balances. Ms. Bates noted that \$45,000 has been spent and asked if those funds included all of the steeple. Ms. Favreau shared that it was an expendable trust fund and that a Warrant Article asking to put money into the fund was done. Ms. Favreau mentioned that Warrant Articles can be for specific items i.e. fire equipment and if the funds weren't spent, unlike an expendable trust fund where the balances roll over year to year, those unexpended funds go into the general fund.
- **PRIME WETLANDS PROJECT -**
- **NOTICE OF STATE ROAD PROJECTS** – Ms. Favreau noted the letter listed what road projects the State has proposed with the associated meeting date and time. Fitzwilliam is under Maintenance District 4. Mr. Baker shared that on the State's 10 Year Plan they were only going to resurface Route 119 W, which was done. Mr. Baker noted the only input the Town has is to make sure they keep resurfacing Route 119 W to keep it in good shape.

INFORMATION

Ms. Bates gave an update on the shooting range site walk.

The Selectmen discussed their meeting on September 18th and after discussion agreed to cancel. A meeting would be scheduled if there was a need.

Meeting Schedule: 7:00 p.m. - Wednesday, September 4, 2019
9:00 a.m. - Thursday, September 12, 2019
7:00 p.m. - Wednesday, September 18, 2019 - canceled
9:00 a.m. - Thursday, September 26, 2019

Mr. Kenison made a motion to adjourn the meeting at 8:34 p.m. Ms. Bates seconded and the motion passed. 3-0

Submitted by:

Sheryl White
Secretary to the Board of Selectmen

Daniel Baker, Chairman

Robyn Bates

Charles Kenison
Board of Selectmen